

Report for President's Board of Consultants for
Foreign Intelligence Activities (Killian Committee)
September 30, 1957, - March 31, 1958

1. Significant Management Staff contributions to Agency operations:

a. Recommended payment of suggestion awards totaling \$2,675 based upon estimated first year's savings of \$25,594, with emphasis upon suggestions for improved field - headquarters communications.

b. Conducted O&M studies recommending actions which resulted in the following improvements: increased control over operations through work measurement and reduction of backlogs in Records Integration Division; extended mechanization in accounting for the \$500,000 publications procurement budget making easier access to records and reports as well as some saving in man hours; speed up in despatch handling; better utilization of Cable Secretariat personnel; more efficient library systems and procedures; more economical and efficient printing of current intelligence and National Intelligence Surveys; consolidation of medical support for covert activities; and clarification of field security functions.

c. Avoided material investment in the amount of \$205,424 by, retirement of 4,951 cubic feet of records (the equivalent of \$192,896 worth of filing equipment) and by conversion of safe-type filing equipment to non-safe equipment, making available the equivalent of \$12,528 worth of safes. Produced intangible record-keeping savings by: audit of four records control schedules, conversion of 45 files to the subject-numeric system, development of seven shelf filing

installations, improvement of 246 forms and improvements in Vital Materials operations.

d. Recommended conversion of certain office operations to machines thereby eliminating the need for manual expenditure of time to the extent of 50 man-years. This work was performed in connection with the preparation of Records Integration Division/ID/P index cards [] field stations. A separate machine utilization project relating to preparation of personnel documents at headquarters resulted in the saving of two man years. Conducted studies and tests of machine applications which will create improvements in communications computations, supply operations, document locator system, personnel and financial accounting, storage of documents and statistical reporting. This included assistance to

[] in its development of a microfilm reader-printer, now here and on the market, which machine produces a hard copy of selected microfilm in five seconds. Because of our assistance the price of our 20 machine purchase was marked down.

2. The Regulations Control Staff was transferred to the Office of the Deputy Director (Support), saving three positions and improving coordination of Agency regulations.

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